



**PLEASE EMAIL YOUR RESUME TO: Jodi Dakin**  
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**POSITION: Development Manager**

**LOCATION: Metro-West, Massachusetts**

**SUMMARY:**

The Northeast Development Manager will be responsible for conducting all aspects of the development process, including: management of consultants through the design process, creation of site concept with consultants and in-house personnel, processing of entitlements (including environmental issues), financial analyses, equity and construction financing processes and sale of the property.

**JOB RESPONSIBILITIES:**

- Works with Area Partner to locate development opportunities within the region.
- Analyzes competitive apartment communities.
- Negotiates and executes land contracts.
- Prepares pre-development budgets and time schedules for proposed projects, (from land contract, entitlements, building permit approvals, through the commencement of construction).
- Accountability for all key assumptions (inclusive of all permitting fees/ impact fees, etc.) in market underwriting
- Oversees the preparation and presentation of the Investment Committee books and presentation
- Manages consultants through pre-development and development stages.
- Assists in the supervision of construction adhering to development policies and procedures
- Reviews construction draws and schedules to make sure projects are on schedule and budget.
- Prepares spreadsheets and financial calculations for investors, and lenders.
- Directs Market Research activities (guide and prepare market surveys, review UPM, S&D, etc.)

**EXPERIENCE REQUIRED:**

- 5-7 years experience; managerial capacity specializing in development within the multifamily real estate industry preferred.
- Bachelor's degree in business, finance, real estate or related degree.
- Experience in multifamily residential and retail real estate required; asset management and/or project management a plus.
- Strong PC and spreadsheet analysis skills required.